

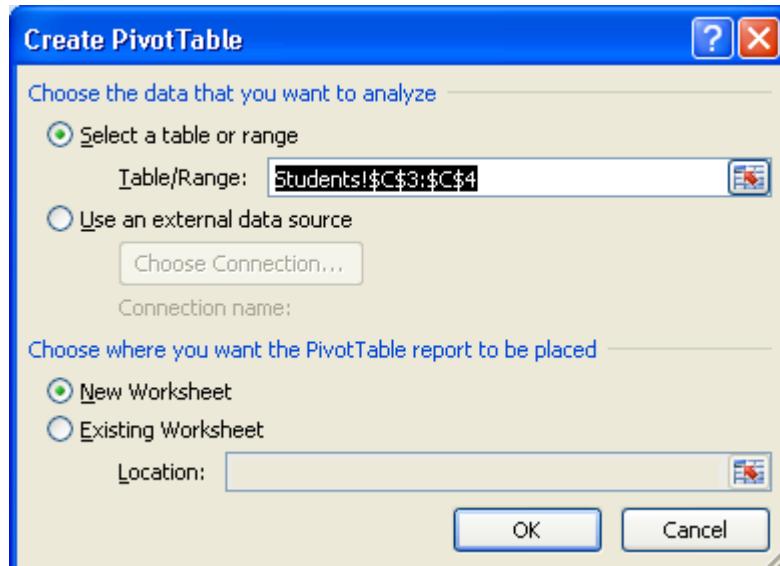
# Quick Guide for Excel 2007 Pivot Tables

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1. Create an Excel 2007 spreadsheet with the data to be analyzed.
2. Select a cell within the data.
3. On the ribbon, select the “Insert” tab.



4. The leftmost section of the Insert tab allows the selection of either a pivot chart or a pivot table (if the “additional options” triangle is selected).



5. This dialog box will open, allowing the user to change the data to analyze, and whether to place the pivot table in a new worksheet page or in a current page. (The pivot chart uses the same dialog box.)